

City of Lawrenceburg Job Description

Job Title: Animal Control Officer
Department: Police
Reports To: Chief of Police
Prepared Date: June, 2013

SUMMARY

Investigate animal cruelty and neglect charges, capture stray dogs or other animals as required and perform duties to promote compliance with laws regulating animal treatment by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Observe areas of alleged violations and interview available witnesses to determine if laws are being violated.

Inform persons perpetrating inhumane acts of laws and penalties of violations.

Report violations to police or request police to arrest or cite violators.

Aid animals in distress by feeding and watering starving animals and feeding and watering trapped and abandoned animals.

Remove animals from inhumane conditions, rescue animals during emergency situations, and drive vehicle to transport animals to shelter for treatment and care, all in accordance with established laws and policies.

Subject to judicial or court approval, inspect establishments housing animals to ascertain compliance with humane conditions and related laws and ordinances.

Issue citations as necessary.

Patrol potential violation and problem areas.

Write reports of activities.

Responsible for animal holding facility, cleaning, feeding, and care of housed animals.

Responsible for animal holding facility's compliance with Federal and State Laws.

Keep current on training as required by Federal and State Laws.

Stay up to date on required inoculations.

Testifies in court to present evidence by describing conditions, situations, and actions.

Attempt to identify owners of animals through investigations (talk to residents, track rabies tags, track collars, etc.).

Attend, plan, and otherwise promote adoptions.

Network animals through use of photographs, internet, and other resources.

Administer treatment for animals that does not require a veterinary license (i.e. removing fleas and ticks, worming, treating mange, etc.).

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); animal science or vet tech education and experience are preferred.

LANGUAGE SKILLS

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

MATHEMATICAL SKILLS

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid State Drivers License and License for euthanasia, to be obtained after employment.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to stand, walk, reach with hands and arms, and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and move up to 50 pounds, frequently lift and move up to 100 pounds, and occasionally lift and move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to wet and humid conditions as well as high, precarious places; toxic or caustic chemicals; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate. The employee may be exposed to dog bites or scratches.

COMPUTER SKILLS Ability to use word processing software, spreadsheet software, and common database applications.

PERSONAL PROTECTIVE EQUIPMENT REQUIRED TO PERFORM JOB

Safety Vest; Bite Gloves and Rubber Gloves; Clean-up Suits; Safety Glasses; Face Shield; Catch Pole; and Other Equipment used to assist in the capture and transport of animals.